



## REQUEST TO EXCEED AGENCY DELEGATED PURCHASING AUTHORITY (DPA)

<b>Agency:</b>			<b>Date of Request:</b>		
<b>Name of Requestor:</b>		<b>Title:</b>	<b>Phone Number:</b>	<b>E-Mail:</b>	
<b>Current DPA \$</b>	<b>Total Amount of Purchase (Must not exceed \$100,000):</b>			<b>Requisition Number:</b>	
<b>Item Description:</b>					
<b>Justification for Exceeding DPA:</b>					
<b>Supporting Documentation:</b>					

**Directions:**

The APO should e-mail the *Request to Exceed Agency Delegated Purchasing Authority Form* and supporting documentation to the State Purchasing Division Director, providing justification to exceed the DPA, the total cost of the award, and the Solicitation Number to be used for the purchase.

**DOAS use only:**

<b>Request Approved?</b>	<input type="checkbox"/> Yes	<b>Authorization Signature:</b>		<b>Date:</b>	
	<input type="checkbox"/> No	<b>Reason:</b>			